



## DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 12610.1B

N02

19 Oct 05

### NAVPHIBASELCREEK INSTRUCTION 12610.1B

Subj: COMPRESSED WORK SCHEDULE (5-4/9 PLAN)

Ref: (a) HRO Manual, Chapter 610  
(b) 5 Code of Federal Regulations 610

Encl: (1) Department Schedule Format  
(2) Sample Participation Request

1. Purpose. To make policy and provide procedures for the 5-4/9 Compressed Work Schedule (CWS). Changes to this instruction constitute a major revision; therefore additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 12610.1A.

3. Background. References (a) and (b) establish hours of work under the normal eight hours per day, 40 hours per week schedule, as well as alternative work schedules.

4. Scope. This program applies to all appropriated fund employees of the Naval Amphibious Base Little Creek staff.

5. Policy. A CWS allows an employee to meet an 80-hour biweekly basic work requirement that is scheduled for less than ten workdays. The 5-4/9 plan allows employees to work a total of nine days per pay period: five days in the first week of the pay period and four days in the second week. The employee works nine hours per day for eight days and eight hours on the ninth day (allotted time for meal breaks is in addition to the required hours of work). Participation in the 5-4/9 plan is strictly voluntary and is subject to approval. Approval for participation in the 5-4/9 plan is delegated to respective Department Heads. Supervisors may request to be included in the 5-4/9 plan, but inclusion is subject to approval by the respective Department Head. Department Heads have a responsibility to meet the functional requirements of their respective department. Adequate work coverage must be provided at all times. Therefore, work requirements, obligations to other activities, agencies, and non-government entities, along with unique skill requirements for certain jobs may preclude individual participation. Consequently, it should be recognized that participation in the 5-4/9 plan by certain groups or individuals who are in support and service positions, as well as one-of-a-kind positions, may be affected by the work schedules of the majority. Based on a written request from eligible employees, the respective Department Head may include employees in the 5-4/9 plan

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during an open season. Likewise, the respective Department head may exclude or withdraw employees from the 5/4-9 plan at any time deemed necessary to meet work requirements. Department Heads will use and maintain enclosure (1) in scheduling their employees.

6. Basic Requirements. For each bi-weekly pay period, those who participate in the 5-4/9 program will work a total of 80 hours consisting of eight nine-hour days and one eight-hour day. This permits one additional day off during the two week pay period. The eight hour day and the day off in each pay period may be requested by employees, subject to approval by the respective Department Head. The basic workweek will continue to be Monday through Friday. Authority is hereby delegated to Department Heads to set hours of work for areas under their cognizance with the understanding that the CWS program requires fixed work schedules for participating employees. Employees who do not request participation in the 5-4/9 plan will remain on their current work schedule. The 5-4/9 plan at this command requires the following procedures to be implemented:

a. All full time employees must work, or be credited with, 80 hours per pay period comprising hours worked, leave, holiday time, or any combination totaling 80 hours.

b. The regularly scheduled administrative worksheet for all employees will be the calendar week of Sunday through Saturday.

c. When overtime is required, it will be credited for hours worked in excess of those scheduled as permitted by applicable regulations.

d. Whenever a position change occurs as a result of transfer, reassignment, promotion, or other action, the employee will come out of the 5-4/9 plan on the effective date of the change. The affected employee may submit a request for consideration to continue the 5-4/9 plan upon entering the new position.

e. When it is known in advance of the start of the pay period that an employee will be given an assignment (travel, military leave, training, jury duty, etc.) for the duration of the pay period that may have different working hours from the normal 5-4/9 schedule, including the requirement to work a scheduled "off" day, the employee will be taken off the 5-4/9 plan at the start of the pay period(s) involved so that correct time accountability may occur during the pay period of such assignment. The employee will be returned to the 5-4/9 plan at the start of the pay period immediately following completion of the assignment. Deviation from this requirement is at the discretion of the respective Department Head if such changes become impractical from

an accountability standpoint.

f. When it is not known in advance of the start of the pay period than an employee will be given an assignment for a period of time which is less than a full pay period, the employee will remain on the approved tour of duty for the pay period. While away from the duty station, employees will work the hours required at the site being visited and will be credited with the hours required by their approved schedule. When employees are in a travel status on the scheduled "off" day, the "off" day will be shifted, when practicable, to another day in the pay period. If it is not practicable, employees will be credited with compensatory time or be paid overtime as appropriate in accordance with regulations. In addition, the eight-hour workday may be shifted to more closely agree with the actual hours to be worked, if necessary.

g. When a holiday falls on a day than an employee is regularly scheduled to work under CWS, the scheduled workday is the employee's holiday. When a holiday falls on a non-workday for an employee covered by CWS and:

(1) The holiday falls on Sunday, the first regularly scheduled workday following the Sunday-holiday is the employee's in lieu of holiday.

(2) The holiday is not on a Sunday, the last regularly scheduled workday preceding the holiday is the employee's in lieu of holiday.

For example:

If the employee is regularly scheduled to work Tuesday through Friday and Sunday is a holiday, the employee's in lieu of holiday will be the following Tuesday.

If the employee is regularly scheduled to work Tuesday through Friday and Monday is a holiday, the employee's in lieu of holiday will be the preceding Friday.

h. Leave will be given the same credit or charge as the scheduled workday it may fall on.

i. Except as provide elsewhere in the instruction, the scheduled "off" day and the eight-hour day will be the same throughout the participation period but may be changed on a case-by-case basis with approval of the respective Department Head prior to the start of a particular pay period. In the interest of effectiveness, schedules

NAVPHIBASELCREEKINST 12610.1B  
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will be arranged to minimize absenteeism on any particular workday. Since this plan may result in increased leave balances, supervisors should pay particular attention to proper leave scheduling.

7. Attendance Reporting. The system of time and attendance reporting for payroll purposes for personnel authorized to participate in the 5-4/9 plan is the same as is currently established and used by local policy.

8. Implementation. Open seasons will occur during the first 10 workdays of the fiscal quarter's first month (January, April, July, October). Employees will indicate in their request for participation in the 5-4/9 plan, their first and second choice of "off" days and eight-hour days. In the event that neither of the two choices is possible, the requesting employee will be notified by the immediate supervisor. Schedules will be established by the 20<sup>th</sup> day of the first month of the quarter. The scheduled work hours will be effective the first full pay period following the 20<sup>th</sup> day of the month. New employees hired between open seasons may elect to participate in the 5/4-9 plan under these provisions within the first 10 workdays of employment. Voluntary withdrawals from the 5-4/9 plan between open seasons for personal hardships or work-related reasons will be considered by the respective Department Head on a case-by-case basis.

  
G. E. COOPER

Distribution:  
NAVPHIBASELCREEKINST 5216.2Q  
List 1A - Case A

NAVPHIBASELCREEKINST 12610.1B  
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DEPARTMENT SCHEDULE FORMAT

<u>NAME</u>	<u>DIVISION</u>	<u>M</u> <u>T</u> <u>W</u> <u>T</u> <u>F</u>	<u>M</u> <u>T</u> <u>W</u> <u>T</u> <u>F</u>
J. DOE	N11	9 9 9 9 9	9 9 9 8 X
T. GREEN	N12	9 9 9 9 X	9 9 9 9 8
A. BROWN	N13	8 8 8 8 8	8 8 8 8 8
D. WHITE	N14	9 9 X 9 8	9 9 9 9 9
C. BLACK	N15	X 9 9 9 9	8 9 9 9 9

X = "OFF" DAY

Enclosure (1)

19 Oct 05

SAMPLE PARTICIPATION REQUEST

MEMORANDUM

From: \_\_\_\_\_ (Employee)  
To: \_\_\_\_\_ (Department Head)  
Via: \_\_\_\_\_ (Immediate Supervisor)

Subj: REQUEST TO PARTICIPATE IN THE 5-4/9 PLAN

Ref: (a) NAVPHIBASELCREEKINST 12610.1 (Series)

1. Per reference (a), I request to be considered to work the 5-4/9 plan.

2. My preferences are:

		<u>Day and Week</u>
<u>8 hour day</u>	1 <sup>st</sup> choice	_____
	2 <sup>nd</sup> choice	_____
<u>Off day</u>	1 <sup>st</sup> choice	_____
	2 <sup>nd</sup> choice	_____

Employee's Signature: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure (2)



**DEPARTMENT OF THE NAVY**  
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2600 TARAWA COURT SUITE 100  
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<u>Off day</u>	1 <sup>st</sup> choice	_____
	2 <sup>nd</sup> choice	_____

Employee's Signature: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosure (2)